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16 June 1953

MEMORANDUM FOR THE RECORD

25 YEAR RE-REVIEW

SUBJECT: PER Information

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[Redacted] Personnel Planning Staff, [Redacted] Room 209 North Building phoned last week to give OTR the following information. From the Personnel Evaluation Forms they are taking recommendations by supervisors of training to be scheduled in the future and desired training of individuals and coding it on IBM cards by office, grade level, professional background and type of training. Type of training is broken down into several categories including: language and area, Defense Schools, language training, TRG and TRS courses among others. Anyone desiring information about recommended training for individuals may easily get it from a machine run, says [Redacted] course breakdowns were procured from the OTR Registrar and include all current and future training programs. This information might be valuable in connection with estimating future requirements for various types of training, in setting up new courses or deciding to drop others. It might also be useful in preparing future budget estimates as to number of trainees.

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I was not sure from [Redacted] conversation whether this project has been completed (for the present batch of PER's) or is in the beginning stages.



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Registrar, OTR

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 51 NO CHANGE  
IN CLASS ~~X~~ DECLASS / CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 89 REV DATE 1 NOV 79 REVIEWE [Redacted] TYPE DOC. 02  
NO. PGS 1 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPI 11 ORG CLASS C  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: [Redacted]

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